Team Contract

guoyang2, bwl3, skavi2, wkolcan2

Items to address:

Team Meetings
The team will meet twice a week on Discord for one hour meetings. There will be a record keeper that notes the meeting minutes. Meeting times can be subject to change depending on the group member's schedules.

All times are in CST
Meeting times:
Tuesday, 6 PM
Friday, 6 PM

Assistance
Assistance can be asked for on Discord text channels, and someone should respond within 30 minutes if possible. The assistance can come in the form of a text discussion on Discord or a meeting between team members.

Respect
To ensure that everyone gets the chance to express their ideas, in meetings only one person will speak at a time. The rest of the group should pay attention to the speaker, and everyone should avoid distractions during all team meetings. Overall, team members should act respectfully towards one another.

Work Distribution
Everyone will have a roughly equal amount of work. If a team member encounters an issue, they should first try to resolve it on their own. If they are unable to, then they are welcome to ask for help on Discord, as outlined under the Assistance section. Any complications or unforeseen work will be discussed as a team.

Time Commitment
In order to finish the project in a timely manner, each team member will be expected to work at least three hours a week. Each time conflict or other delaying event will be evaluated on a case-by-case basis in order to determine how the missing time will be made up, if it can be safely ignored, etc.

Conflict Resolution
In the event of a conflict, the whole team should meet and discuss the issue at the earliest possible time in order to resolve the situation as quickly and effectively as possible. In the event that this meeting fails to resolve the issue, then the course staff may be contacted about the problem.